



# MEMORANDUM

**TO:** Rachel Baum  
Finance Director

**DATE:**

**FROM:**

**SUBJECT:** Department Authorized Signatures  
for Wire Transfer

This form lists the names of the individual(s) authorized by the Department Director to sign wire transfers for the Department.

This authorization, unless changed due to employee transfers, terminations or a reassignment of duties, will be effective for fiscal year 2003-04. Any subsequent updates required are to be forwarded to the Finance Department.

<u>NAME</u> <u>TYPE OF PRINT</u>	<u>DEPT.</u> <u>NO.</u>	<u>DIV.</u> <u>NO.</u>	<u>SIGNATURE</u>
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Return this form to Dania D. Timmons, Finance Department, 111 N.W. 1<sup>st</sup> Street, Suite 2620 by September 26, 2003.